

Minutes of ESD Safety Committee meeting 1/27/05 1:30 PM room 90-1099

Present: Peter Persoff, Dominique Joyner, Seiji Nakagawa, Todd Wood, Jil Geller, Mike Ruggieri, Kryshna Aviña, Tom Daley, Tim Kneafsey.

1. There were no critical items needing immediate attention.
2. The minutes of the meeting of 12/16/04 were approved .
3. Follow up on Lab move/check-out procedures: The EETD web site has a page of useful instructions. There is a checkout sheet from HR, but it doesn't cover things that have been problems such as: samples and equipment that does not have a DOE property ID number tag. **Action item:** Maryann Villavert and Jil Geller will work on a check list that will be filled out by someone actually visiting the space. Then ESD will try to get HR to include a box on the HR form ("Have any additional divisional check-out procedures been satisfied?").
4. Follow up on training requirement for supervisors: Phyllis Pei has sent a set of slides for supervisor's EH&S training (course EHS020) to Bo Bodvarsson for review. Jil has reviewed the presentation and will discuss improvements with Jack Salazar.
5. Tim Kneafsey will be the new chair of this committee.
6. Tom Daley reviewed the OSSEPP form. This form was identified by the last MESH review as a problem needing attention; it was found to contain too many questions not generally relevant. Several recommendations for consolidation and simplification were suggested by the committee. These are summarized in Attachment I, which contains some action items.
7. Consideration of Emergency Preparedness "one-pager" tabled until next meeting
8. The meeting was adjourned at 3:10 pm

Attachment I. Improvements to the OSSEPP form

- a. The form contains several lists of hazards, most of which will be "N/A" in most cases. This problem should be solved by making the form to be filled out on line by the PI. The idea is that depending upon which hazards the PI identifies, additional relevant questions will be asked. In this way extraneous information and irrelevant questions will be excluded from the form.

Jil Geller and Tom Daley will write the fill-in-the-blanks questions.

The committee recommends to the Division Director that he assign the task of putting this on the Web to Maria Fink with help from John Peterson.

- b. page 1: change *Is LBNL the primary site manager?* to *Who is responsible for EH&S on this trip?*

Summary Description of Site Work: leave as is.

Reference Scope of Work and Date: delete this, redundant with account number

- c. Item 1: *Hazards and Controls*: This should be a 2-column table with hazards matched with controls. Rather than have such a long list of hazards, if this is changed to a web form, then the PI can check only on those that are applicable. Also, if on-line, then suggested controls can appear as a pop-up menu.
- d. Move emergency contact information to first page.
- e. Combine all phone numbers in one place. Combine list of site personnel with phone list. List host organization phone number.
- f. Some things can best be filled out after you get there, e.g., emergency meeting place. (But this information should be relayed back to ESD office as soon as possible, possibly by remote update on line).
- g. Rather than require CPR and First Aid, ask question: *Will there be someone who knows CPR and FA available (either one of our crew or host organization)?*. If answer is “no” then justification must be satisfactory to safety coordinator.
- h. Section 4: combine with section 2
- i. Section 5: leave as is
- j. Section 6: , check list on line; check those that apply.
- k. Rather than a list of possible permits, just list whatever permits are necessary.
- l. Section 8: combine with Section 6.